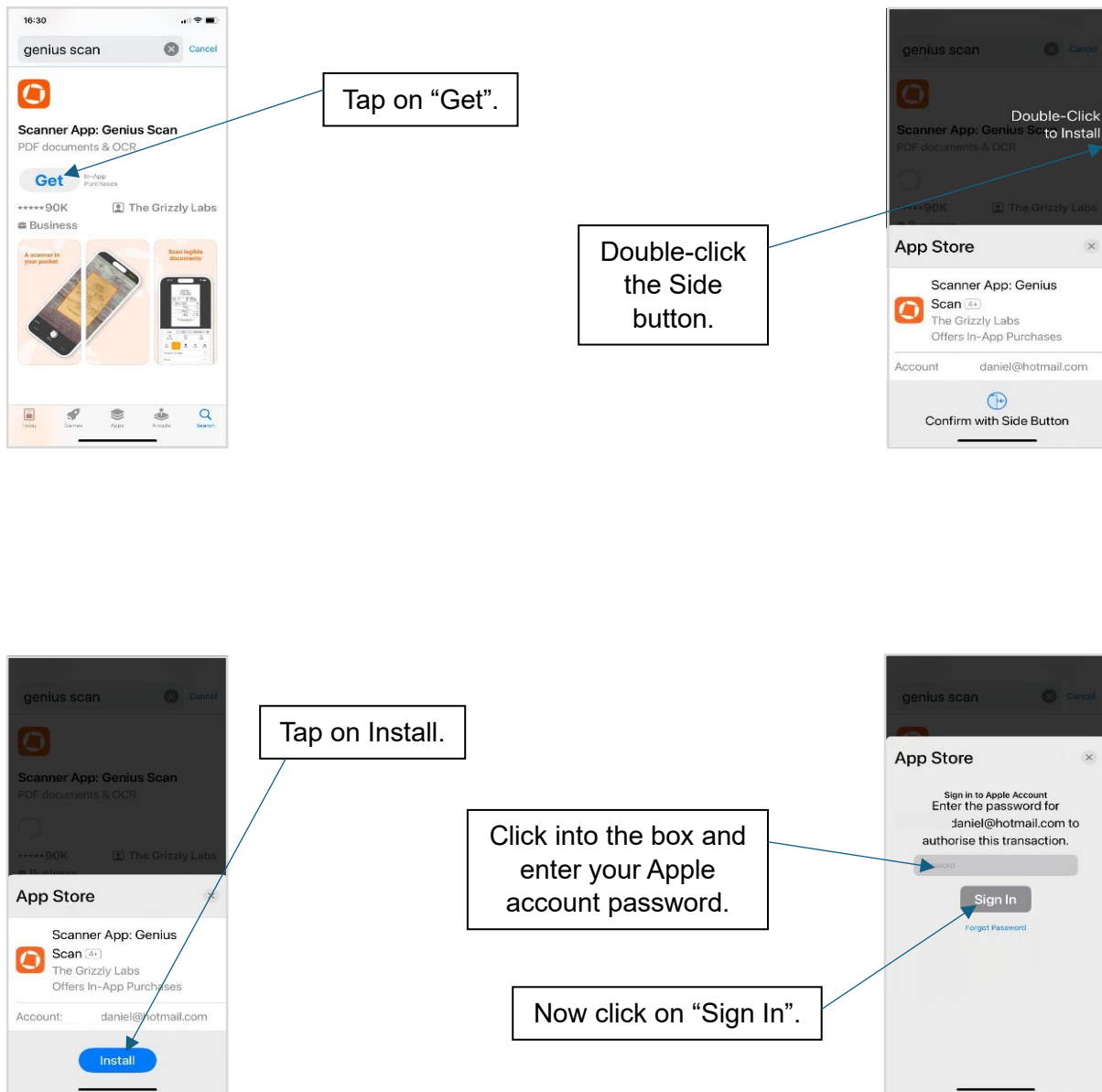


Genius Scan App – for iOS

Install and open the Genius Scan app

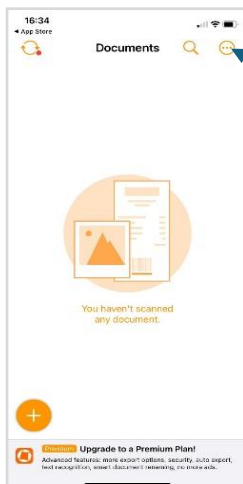
Go to the Apple App Store and search for “Genius Scan” by The Grizzly Labs.



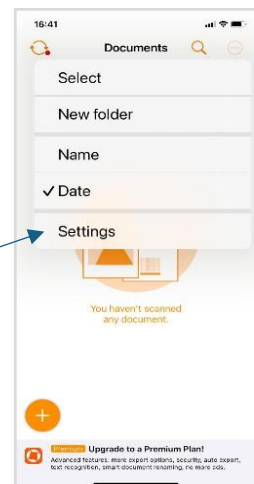


Tap on "Open".

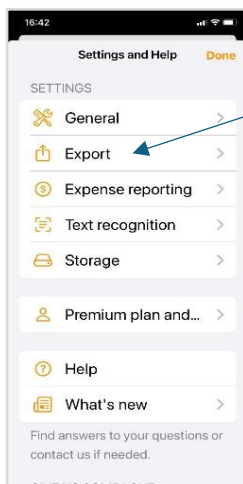
Setup the email address for forwarding your receipts to BizAssist4u Ltd or anyone else that you would like to forward them to



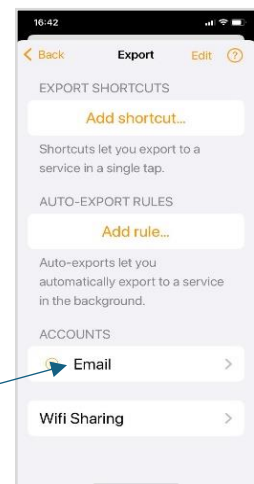
From the home screen tap on the 3 dots to open the menu.



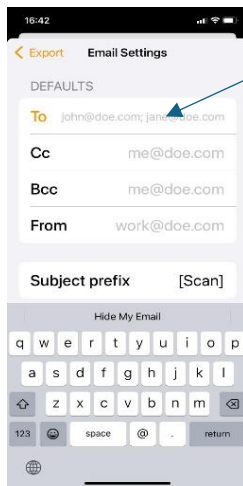
Tap on "Settings".



Tap on "Export".



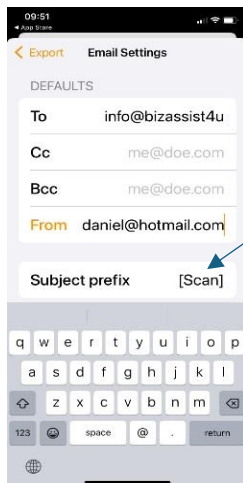
Tap on "Email".



Tap in the "To" box.

Enter the BizAssist4u email address: info@bizassist4u.com or any other person you want to send the receipts too.

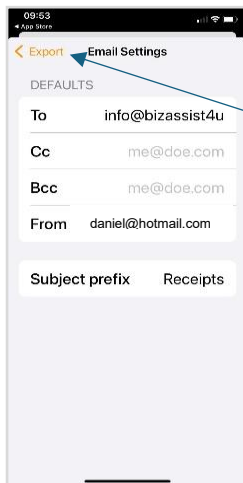
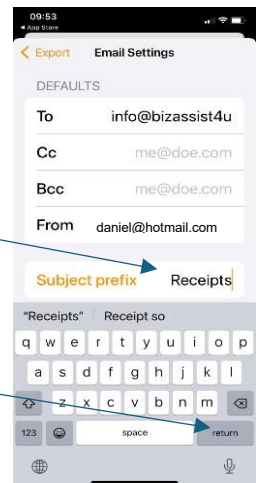
Enter in your email address in the "From" field.



Scroll down to the Subject prefix box. Tap in the box.

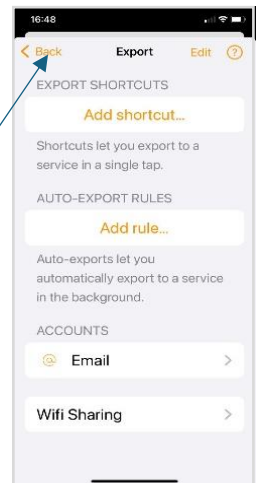
Type "Receipts" into this field.

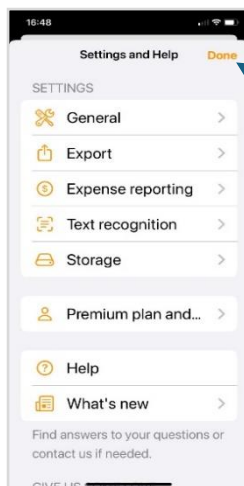
Tap the "return" button.



Tap on "Export".

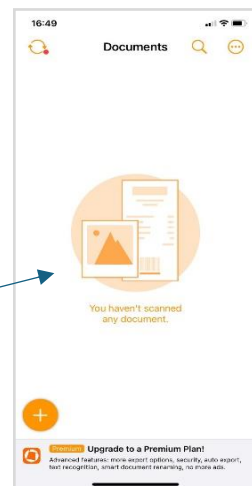
Tap on "Back".



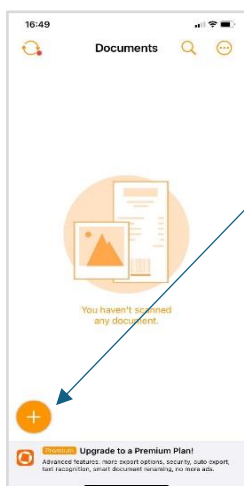


Tap on "Done".

You are now back at the home screen, ready to start scanning.

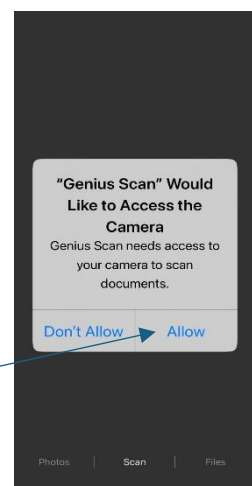


Scan and send receipts



To scan receipts, tap on the + icon from the home screen.

Tap on "Allow".



Note: Check whether the icon indicates whether the app is set to take multiple scans at one time or for one scan at a time only. At present it is indicating multiple scans "Batch". You can tap the icon to change between the two options. IMPORTANT – you should set this to single scans "Single".

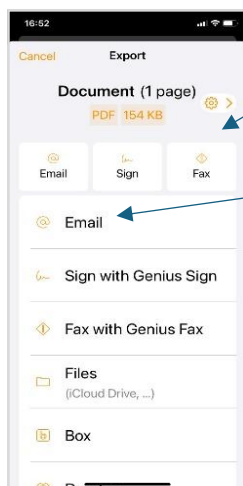




Now move your phone over the receipt you want to capture and you will see the orange highlight showing the area that the app will capture – this is automatic, you do not need to do anything.

After the app has captured the receipt image you will see a screen like this.

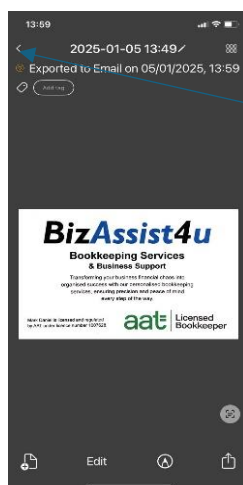
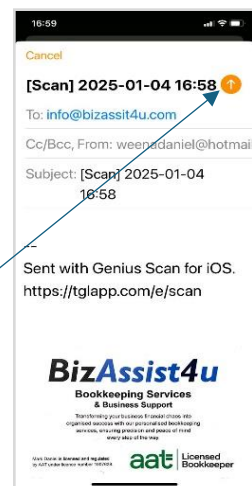
Tap on the share icon.



You should now see a screen like this.

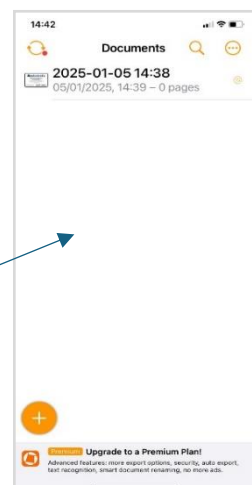
Tap on "Email".

Check that the email address is correct and then tap the send button.

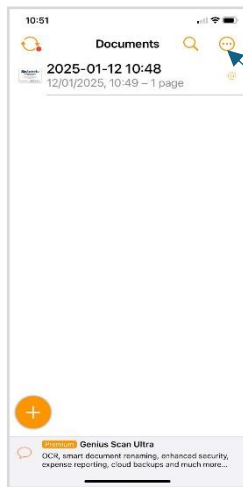


Tap on the back button.

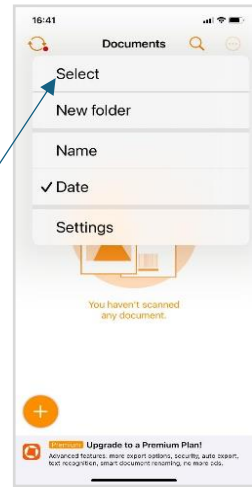
You are now back at the home screen.



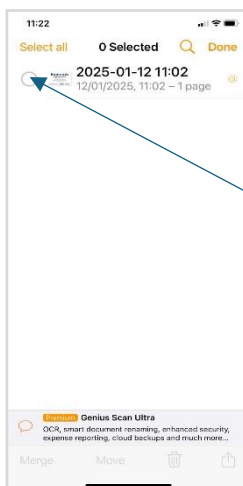
Delete the receipt scans



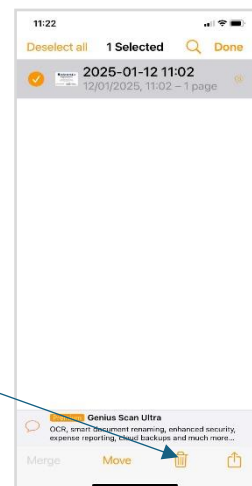
From the home screen tap on the 3 dots to open the menu.



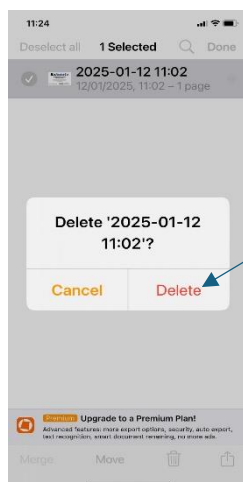
Tap on "Select".



Tap on the circle next to the receipt you wish to delete.



Now tap on the delete icon.



Tap on "Delete".

You are now back on the home screen.
Tap on the + icon to scan a receipt or close out of the app if you have finished.

